

**BY ORDER OF THE COMMANDER
MACDILL AIR FORCE BASE**

MACDILL AIR FORCE BASE INSTRUCTION 23-302

8 JULY 2011



Materiel Management

***VEHICLE ACCIDENT/ABUSE/
INCIDENT PROGRAM***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Instruction (AFI) 23-302, *Vehicle Management*, and outlines definitions, responsibilities, and procedures for an effective vehicle accident and abuse program with the visibility and emphasis placed at the unit level and under the direct control of the unit commander. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at https://www.my.af.mil/afrims/afrims/afrims/rds/rds_series.cfm. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

This is a rewrite of MacDill Air Force Base (AFB) Instruction (MACDILLAFBI) 24-301, *Vehicle Accident/Abuse/Incident Program*. The number of the instruction has been changed to coincide with the implemented directive, AFI 23-302. This document has been substantially revised and must be completely reviewed. Major changes include: paragraph 1 changed to include leased vehicles/equipment; significantly changed paragraph 3 to address how using organizations pay for accidents and abuses involving leased General Services Administration (GSA) vehicles; deleted the requirement to track and provide costs to be reimbursed to the 6th

Comptroller Squadron, Accounting and Finance Flight (6 CPTS/FMF) monthly (paragraph 4.1.6). Added new Attachment 5, Notification of Body Damage to GSA Vehicle. Inserted new Attachment 3, Sample Accident/Abuse Notification, and changed previous Attachment 2 to read Attachment 4.

1. General. This instruction is applicable to all persons operating government owned vehicles (GOV) or leased vehicles/equipment and GSA vehicles assigned or attached to MacDill AFB and supported by the 6th Logistics Readiness Squadron (6 LRS). It also applies to geographically separated units with vehicles/equipment that are loaded in the MacDill Air Force Base On-Line Vehicle Interactive Management System and GSA vehicles loaded in the Automated Fleet Information System.

2. Definitions.

2.1. Fair Wear and Tear: The normal expected deterioration of a vehicle or equipment based on its age, usage, and life expectancy.

2.2. Vehicle Accident: Any situation where a GOV strikes or is struck by another GOV, commercial vehicle, privately owned vehicle (POV), and/or object, structure, or animal where action by the vehicle operator could have prevented the outcome.

2.3. Vehicle Incident: Any situation where a GOV sustains damage where the actions of the vehicle operator could not have prevented the outcome (i.e., act of nature).

2.4. Vehicle Abuse: Damage caused by willful or negligent acts of improper operation or care. An act or omission that has caused or may cause damage that cannot be attributed to fair wear and tear, accident, or incident. Some examples of vehicle abuse are listed in Attachment 2.

3. Policy. Using organizations fund repairs resulting from vehicle accidents and abuse. Using organizations are not required to reimburse for damage caused by acts of nature, natural disasters, mechanical failures, or other phenomenon that in no way could have been avoided by safe operation or adequate vehicle care.

3.1. Reimbursement will come from a dedicated wing account or, if a wing account is not available, the using organization will coordinate reimbursement with Vehicle Management Flight (6 LRS/LGRV) using operation and maintenance (O&M) funds, Government Purchase Card (GPC), or AF Form 9, *Request for Purchase*. In all cases, payment or reimbursement will be made to 6 LRS/LGRV regardless of determination of pecuniary liability within 30 days of the accident. In addition, if the using organization cannot pay or make reimbursement, the owning organization will assume the responsibility.

3.2. The Vehicle Fleet Manager (VFM) or Vehicle Maintenance Superintendent (VMS) will identify whether the vehicle damage was caused by accident, abuse, or incident and forward his/her opinion to the 6 LRS Commander (6 LRS/CC) who will make the final determination on classifying the vehicle damage as accident, abuse, or incident.

3.3. If a GOV or leased vehicle/equipment is involved in an accident with a POV and the POV is the negligent party, 6 LRS/LGRV will coordinate with the 6th Air Mobility Wing, Judge Advocate (6 AMW/JA), to have the liable party's insurance company make direct payment to the repairing contractor. If the operator of the POV is uninsured, vehicle management will coordinate repairs on the GOV or leased vehicle/equipment at no cost to

the owning/using organization, and 6 AMW/JA will pursue reimbursement for non-GSA assets.

3.4. If a GOV or leased vehicle/equipment is involved in an accident with a POV and the GOV or leased vehicle/equipment operator is the negligent party, that individual's organization is responsible for reimbursement of repair costs for the GOV or leased vehicle/equipment. 6 AMW/JA will resolve the POV liability issue if a claim is filed.

3.5. Accident/Abuse letters of release will be completed within a 10-day period, unless the owning organization, in coordination with VFM/VMS, determines more time is needed for investigative purposes. Maintenance repairs will commence after the tenth day of the vehicle being reported to vehicle maintenance. Accidents/abuses to GSA leased assets require repair approval through the GSA accident center with notification to 6 LRS/LGRV. Units will provide Vehicle Management and Analysis (VM&A) copies of all estimates, accident forms, pictures, and repair bills for GSA leased vehicles. GSA will determine repairs required to vehicles and where the unit will take the vehicle for repairs.

4. Procedures.

4.1. 6 LRS/LGRV will:

4.1.1. Identify vehicle damage caused by accident, abuse, or incident.

4.1.2. Provide a letter of accident/abuse notification for non-GSA assets (Attachment 3) to the squadron commander of the using organization with a copy of the repair estimate. If responsibility cannot be determined, the letter will be sent to the owning organization.

4.1.3. Coordinate vehicle repairs upon receipt of a Letter of Release/Acceptance of Financial Responsibility (Attachment 4) from the using organization for non-GSA assets.

4.1.4. Maintain accident/abuse case files to track repair cost data.

4.1.5. Provide an AF Form 20, *Repair Cost and Reparable Value Statement*, when requested by the owning/using organization.

4.2. The Vehicle Operations Flight (6 LRS/LGRDD) may withhold issuing replacement vehicles for vehicles involved in accident/abuse action(s) until the Letter of Release/Acceptance of Financial Responsibility is received by LGRV.

4.3. Owning & using organizations will:

4.3.1. Report all vehicle damage to 6 LRS/LGRV by the next duty day. Report all GSA vehicle damage to the GSA Accident Management Center, 6 AMW/JA, and Wing Safety (6 AMW/SE).

4.3.2. Forward Notification of Body Damage to GSA Vehicle (Attachment 5) to 6 LRS/LGRV. If involved in an accident, forward copies of the notification letter to 6 AMW/JA and 6 AMW/SE.

4.3.3. Report U-Drive-It or loaned vehicle damage to 6 LRS/LGRDD and LGRV within 24 hours.

4.3.4. Initiate a Report of Survey (DD Form 200, *Financial Liability Investigation of Property Loss*) as required in accordance with AFMAN 23-220, *Reports of Survey for Air Force Property*.

4.3.5. Forward a copy of the Letter of Release/Acceptance of Financial Responsibility to LGRV when the vehicle is no longer needed for any investigation for non-GSA assets.

4.4. The using organization's Resource Advisor (RA) will coordinate reimbursement through the Group RA if organization is inter-Group. The Budget Flight (6 CPTS/FMA) will transfer O&M funds from the appropriate account into 6 LRS/ LGRV O&M account if using organization is intra-Group.

4.5. The Commander, 6th Mission Support Group (6 MSG/CC), is the final decision authority to resolve any conflicts concerning the vehicle accident and abuse program.

LENNY J. RICHOUX, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 23-302, *Vehicle Management*, 29 October 2007

AFMAN 23-220, *Reports of Survey for Air Force Property*, 1 July 1996

AFMAN 33-363, *Management of Records*, 1 March 2008

Adopted Forms

AF Form 9, *Request for Purchase*

AF Form 20, *Repair Cost and Reparable Value Statement*;

AF Form 847, *Recommendation for Change of Publication*

DD Form 200, *Financial Liability Investigation of Property Loss*

Abbreviations and Acronyms

6 AMW—6th Air Mobility Wing

6 CPTS—6th Comptroller Squadron

6 LRS—6th Logistics Readiness Squadron

6 MSG—6th Mission Support Group

6 SFS—6th Security Forces Squadron

AF—Air Force

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

CC—Commander

FMA—Budget Flight

FMF—Accounting and Finance Flight

GOV—Government Owned Vehicle

GPC—Government Purchase Card

GSA—General Services Administration

JA—Judge Advocate

LGRDD—Vehicle Operations Flight

LGRV—Vehicle Management Flight

MACDILLAFBI—MacDill Air Force Base Instruction

O&M—Operation and Maintenance

OPR—Office of Primary Responsibility

POV—Privately Owned Vehicle

RA—Resource Advisor

RDS—Records Disposition Schedule

ROS—Report of Survey

SE—Wing Safety

VFM—Vehicle Fleet Manager

VM&A—Vehicle Management and Analysis

VMS—Vehicle Maintenance Superintendent

Attachment 2

EXAMPLES OF VEHICLE ABUSE

Note: The examples below are not an all-inclusive list of vehicle abuses.

A2.1. Vehicle reimbursement action will be initiated for vehicle/equipment damage or failure resulting from:

A2.1.1. Tampering with governors or distributors.

A2.1.2. Operating vehicles with insufficient oils or coolants because of failure to check levels according to established requirements or failure to monitor dash instrumentation.

A2.1.3. Operating a vehicle with applied/dragging parking brakes.

A2.1.4. Improper distribution or failure to secure loads properly in cargo areas of vehicle or not following established loading/unloading procedures.

A2.1.5. Using a vehicle for other than its intended or designed purpose (i.e., 6K F/L used to transport a 10,000 pound pallet, bobtail tow-tractor used to transport passengers).

A2.1.6. Failure to clean/maintain a vehicle's interior/exterior to meet corrosion control and appearance requirements.

A2.1.7. Unauthorized wiring, marking, modification, or adding special equipment unauthorized in or on vehicles.

A2.1.8. Operating a vehicle with improperly inflated tires not in accordance with the manufacturer's recommended inflation pressure as marked on the vehicle or tire wear is beyond recappable limits (i.e., cord exposed).

A2.1.9. A vehicle being operated by an unqualified/untrained operator.

A2.1.10. Intentional destruction/disfigurement of vehicle interior/exterior.

A2.1.11. Operation of a vehicle/equipment in conflict with published Department of Defense, Occupational Safety and Health Administration, Air Force Occupational Safety and Health, Air Force regulations/instructions/manuals/ technical orders, or Florida law concerning vehicle safety.

A2.2. Other situations where vehicle abuse action may be initiated:

A2.2.1. Failure to report malfunctions, defects in, or damage to a vehicle to Vehicle Maintenance within 24 hours of discovery. A preapproved delay of this action to satisfy immediate mission needs can be authorized, but must be coordinated through the Vehicle Management and Analysis Section.

A2.2.2. Failure to bring a vehicle/equipment to Vehicle Maintenance for scheduled maintenance before an overdue condition exists. Preapproved rescheduling for early accomplishment of scheduled maintenance in order to meet urgent mission requirements can be accomplished to prevent this condition from occurring.

A2.2.3. Failure to use reasonably available alternative fuels (e.g., E-85) in an alternative fuel vehicle.

Attachment 3**SAMPLE ACCIDENT/ABUSE NOTIFICATION**

Date

MEMORANDUM FOR X XXX/CC

FROM: 6 LRS/CC

SUBJECT: Vehicle Abuse Notification

References: AFI 23-302, *Vehicle Management*AFMAN 23-220, *Reports of Survey for Air Force Property*MACDILLAFBI 23-302, *Vehicle Accident/Incident/Abuse Program*

1. The following GSA leased vehicle utilized by 6th Security Forces Squadron (6 SFS) was turned in to Vehicle Management for vehicle damage that occurred and was not attributed to fair wear or tear on 12 July 2006:

a. Vehicle Registration: XXXXXXXXX.

b. Vehicle Damage: Dents in left door and rear quarter panel (see attached photos).

2. The damage had not been previously reported; no statement was turned in with the vehicle. The estimated material cost to repair the vehicle is \$X.XX.

3. An investigating official should be appointed to review the circumstances and determine if processing a Report of Survey (ROS), DD Form 200, *Financial Liability Investigation of Property Loss*, is required. In accordance with AFMAN 23-220, para 18.4.1.1., for cases involving government vehicles, the requirements for processing an ROS and imposing financial liability are gross negligence, willful misconduct, or deliberate unauthorized use. If additional information is needed, please contact Vehicle Management & Analysis at DSN 968-3598/3705 or Commercial 813-828-3598/3705.

MARSHALL C. PERRY, Maj, USAF

Commander

3 Attachments:

1. Accident Photos
2. Accident Report
3. Repair Estimate

cc:

6 AMW/JA

6 AMW/SEG

Attachment 4

**SAMPLE MEMORANDUM OF RELEASE/ACCEPTANCE OF FINANCIAL
RESPONSIBILITY**

Date

MEMORANDUM FOR 6 LRS/LGRV

FROM: (Assigned/Using Organization)

SUBJECT: Memorandum of Release/Acceptance of Financial Responsibility

1. Vehicle (Registration Number) that is assigned to or used by (your organization) was involved in an (accident/abuse) on (date). Our investigation is now complete and the vehicle is released to maintenance for repairs.
2. I understand that all costs associated with these repairs to include parts, materials, and civilian labor will be charged to our Government Purchase Card (GPC) or transferred from our unit's operation and maintenance (O&M) account to the 6 LRS/LGRV O&M account.

VCO/VCNCO or Unit Commander Signature Block

Attachment 5**SAMPLE NOTIFICATION OF BODY DAMAGE TO GSA VEHICLE**

Date

MEMORANDUM FOR 6 LRS/LGRV

FROM: (Assigned/Using Organization)

SUBJECT: Notification of Body Damage to GSA Vehicle

1. Vehicle (GSA Tag Number) that is assigned to or used by (your organization) was involved in an (accident/incident) on (date). I notified the GSA Accident Management Center and have begun to coordinate needed repairs. (If accident) The accident that occurred did/did not involve a privately owned vehicle (POV).

2. I understand that all costs associated with these repairs to include parts, materials, and civilian labor must be reimbursed to the 6 LRS/LGRV operation and maintenance (O&M) account from our unit's O&M account.

VCO/VCNCO or Unit Commander Signature Block

cc:

6 AMW/SEG

6 AMW/JA (If POV involved is at-fault)